



Hassocks Infant School

Remote Learning Guide for Parents and Carers

What is Remote Learning?

Remote Learning is where the children and/or teachers are not physically present in a traditional classroom environment. Therefore, the learning which would normally take place in the classroom is relayed via another means. For example, through an online platform, video conferencing, calls or work packs.

What is the aim of this Remote Learning guidance?

- *To share information to provide clarity and transparency to children, parents or carers about what to expect from remote education where national or local restrictions require entire cohorts or classes to remain at home.*
- *To support our school community to understand Hassocks Infant School's approach to remote learning.*

Please see our [Remote Learning Policy](#) for full details.

When will Remote Learning be used?

At Hassocks Infant School we have identified four different tiers for when we would need to use remote learning. These are as follows;

Tier 1	Tier 2	Tier 3	Tier 4
Individual children are self-isolating.	A whole class is self-isolating.	A whole year group is self-isolating.	A school closure.

Remote Education Provision

What will happen with Remote Learning at each Tier?

Please note, a pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

Tier 1 – Individual Children are Self-Isolating
<ul style="list-style-type: none">• When a child goes into self-isolation parents/carers will be contacted by a member of the school team.• You will be asked if you need any support with additional resources such as pens and paper to support your child's learning from home.• Following this, families will be sent a 14-day learning pack. This will include a letter to the children and parents/carers about how to use this pack to support learning.• If your child has Special Educational Needs, the SENCo can be contacted to ensure that this pack is adapted to meet the needs of your child.• The 14-day learning packs are created by our class teachers and focus on key skills that are being covered in class each half term.• Families can request Keeping in Touch (KIT) calls by calling or emailing the school office on office@hassocksis.com.• You can upload your child's learning to Tapestry for your child's class teacher to see and provide some feedback on.

At this stage, your child's class teacher and teaching assistant will still be teaching full time and supporting children in school and are unable to provide remote learning via an online platform. However, we would love to see your learning on Tapestry.

Tier 2 - A whole class is self-isolating.

- At this tier, if the class teacher is well, learning will be moved onto Tapestry, an online learning platform.
- Each Friday afternoon, a Visual Timetable with an overview of the learning for each day of the subsequent week will be uploaded to Tapestry via the "Memo" section.
- Lessons will include a blend of recorded videos, PowerPoints, voice clips and uploaded resources.
- Lessons which are known as "activities" on Tapestry will be shared by 4pm the day prior to the lessons.
- Class teachers will inform parents and children if children should post a photo of their learning in Tapestry.
- Class teachers and teaching assistants will provide some feedback on observations in Tapestry.
- Class email addresses will be activated at this tier.
- A weekly whole class zoom session will take place.
- Families can request a Keeping in Touch (KIT) call by their teacher or teaching assistant by emailing their class email address.

Tier 3 - A whole year group is self-isolating.

- As Tier 2 with the addition of some assemblies shared on Tapestry.

Tier 4 - A school closure.

- As Tier 2 and 3.

Will my child be taught broadly the same curriculum as they would if they were in school?

We teach the same curriculum remotely as we do in school. However, at tier 1 we may need to make some adaptations in some subjects. However, the learning will remain as closely matched as possible. For example, we recognise you may not have the resources to teach the full PE, Art and Design Technology curriculum and therefore, will alter the learning so it is appropriate for remote learning.

Remote Learning study time each day

How long can I expect work set by the school to take my child each day?

Like in school, a full day's timetable of learning will be shared for remote education. The government state that schools should provide remote education which equates to 3-hours of learning each day for children of primary age.

We recognise some families will be unable to complete all the learning each day. If you need further guidance or support on completing the work with your child, please contact your child's class teacher where individual support and guidance will be provided. Further support can be found via this [workshop for parents](#).

What is Tapestry and how do I use Tapestry to support Remote Learning?

Tapestry is an online learning platform that can be accessed by staff, children and parents at school and home. It enables our community to create a record of a child's experiences, development and learning journey. These records are stored in a secure file on tapestry to demonstrate your child's unique journey. Tapestry is available as an app or on a web browser.

A PowerPoint resource focusing on Tapestry to support Remote learning (Tier 2 onwards) can be found by clicking [here](#).

If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. You will be sent a parent survey throughout the academic year asking about access to technology at home. Furthermore, reminders we will send asking you to contact the school office, if you need support accessing remote education.

We take the following approaches to support those children who have limited access to remote education:

- issue or lend laptops or tablets to pupils.
- issue or lend devices/sim cards to enable an internet connection.
- print materials for families unable to print resources at home.
- allow families to submit children's work via email or by handing it to the school office if they do not have online access.
- offer additional training on how to use Tapestry and provide parent workshops.

You can find out more information about the above methods of support by contacting the school office on office@hassocksis.com.

Engagement and Feedback

How will my child's learning be monitored, assessed and checked?

Tier 1	<ul style="list-style-type: none">• During Tier 1 our staff will still be teaching full-time and therefore, unable to provide regular feedback. Therefore, we have created the 14-day Learning Packs which focus on the key learning skills which have been identified for each year group. These learning packs will be regularly updated based on ongoing assessments.• You are welcome to email office@hassocksis.com to request a KIT call and a member of staff will call you back.• At the end of your child's self-isolation period, they are welcome to share their learning with their class teacher. To reduce items coming into school, this can be shared as observations on Tapestry.• When your child returns to school, they will be supported back into the classroom and if appropriate will be supported by a recovery curriculum until they are resettled into their class.
Tier 2, 3 & 4	<ul style="list-style-type: none">• During Tier 2, your class teacher and teaching assistant will monitor the learning being shared on Tapestry.• Class Teachers and Teaching Assistants will provide some feedback via Tapestry. This may be to the whole class, groups or individually to your child. One of the following methods will be used to provide feedback:<ul style="list-style-type: none">○ <i>written feedback</i>○ <i>voice and video clips</i>○ <i>during KIT calls</i>○ <i>adapting planning to respond to observations and feedback</i>• Class teachers and teaching assistants will adapt planning for subsequent lessons based on children's understanding and progress.• Class teachers will engage in a live weekly zoom session with the class. The regularity of these zoom sessions will be reviewed throughout the year.• Class teachers will monitor emails sent to class email addresses.• SLT will monitor child's engagement with remote learning and work with families they identify as having low levels of engagement. <p><i>Please be aware that this is subject to your child's teacher and teaching assistant being well.</i></p>

Please note, feedback can take many forms and may not always mean extensive written comments for individual children.

How will you check whether my child is engaging with their work and will I be informed if there are concerns?

Engagement on Tapestry will be monitored daily. At the end of each week teachers will complete an engagement log and the Deputy Head teacher will be alerted of any child with low engagement levels. The school will contact the family to work with them to increase their engagement. The school recognises each family is unique and we will offer individualised support based on the families' individual needs.

Additional support for children with particular needs

How will children with Special Educational Needs and/or Disabilities (SEND) be supported?

Our SENCo, Jo Heath will work closely with class teachers and families to ensure children with Special Education Needs and/or Disabilities (SEND) are supported with remote learning appropriately. This may be in one of the following ways:

- *adapted resources*
- *adapted remote learning*
- *alternative learning objectives*
- *additional support for parents*
- *additional KIT calls*
- *signposting to training and workshops for parents*

Parents of SEND children will be contacted and the support on their child's needs. A risk assessment will be carried out for those children with Education and Health Care Plans (ECHPs) to identify how best to support them with remote learning. Our SENCo or class teachers will contact parents of children on the SEND register to discuss this with them.

Communication

How can I use the class email addresses (Tier 2 +)?

From Tier 2 +, class emails will be activated. If you or your child would like to email their class teacher and/or teaching assistant, these class emails can be used. In order for this to be manageable for our staff we have set some expectations around the use of emails to teachers (see below).

Class	Email
Willow	willow@hassocksis.com
Beech	beech@hassocksis.com
Cherry	cherry@hassocksis.com
Ash	ash@hassocksis.com
Chestnut	chestnut@hassocksis.com
Apple	apple@hassocksis.com
Elm	elm@hassocksis.com
Holly	holly@hassocksis.com
Oak	oak@hassocksis.com

Expectations of email use:

- Emails can be sent to update the teacher on:
 - what you have been up to during this time
 - questions you may have around home learning

- The teachers will be unable to respond to anything that does not fall within the above criteria. Please also remind yourself of the home school agreement that was signed at the start of the academic year.
- Teachers/teaching assistants will only be able to respond to emails sent from children within their own class.
- Please try and include all the updates you would like to share/questions you may have within one email per week. Teachers will be unable to respond to any more than two sent from each child per week.
- Teacher/teaching assistants will aim to respond within 2 working days but this may not be possible if/when staff numbers become reduced.
- We will keep you informed if teachers' availability to respond to emails becomes unmanageable.
- These email addresses will not be checked after 4pm on weekdays or at weekends.

How will I access the weekly zoom session (Tier 2 +) and what are these for?

If you meet the criteria of Tier 2 +, you will be sent guidance about the weekly zoom sessions. This will include some rules when using zoom. This guide and rules can also be found on our website by clicking [here](#).

By joining a Zoom meeting organised by Hassocks Infant School, you will be agreeing to follow the rules stated in the above guidance.

Zoom calls for the children will focus on Personal, Social and Health Education (PSHE), as well as an opportunity for children to connect with their peers. These sessions will also be a chance for the children to provide feedback on their remote learning.

Who do I speak to if I have a concern regarding Remote Learning?

Please contact the school office on office@hassocksis.com If the office are unable to support please request that your query is passed onto your child's class teacher.

Year group	Designated contact
Reception	Willow – Miss Mitchell Beech – Miss Grigson (EYFS Phase Leader) Cherry – Miss Batchelor
Year 1	Ash – Miss Riley Chestnut – Miss Griffin Apple – Mrs Hutchinson (KS1 Phase Leader)
Year 2	Elm – Mrs Nash Holly – Mrs Brown and Mr Coulter Oak – Miss Sands

At regular points throughout the academic year, we will be asking parents, staff and children to provide feedback on Remote Learning at Hassocks Infant School. Surveys will be sent to parents via ParentMail. The Senior Leadership Team will review the feedback from all involved.

Safeguarding and wellbeing

Who do I speak to if I have a concern regarding my child's wellbeing or a safeguarding matter?

If you have safeguarding concern, please request to speak with Lauraine Smith our Designated Safeguarding Lead or Adrian Bates-Holland / Jo Heath, our Deputy Designated Safeguarding

Leads. They can be contacted by emailing dsl@hassocksis.com or you can call the school office and request to speak with one of them.

If you are concerned about your child's wellbeing, in the first instance you should request to speak to your child's class teacher. If they feel further support is needed they will ask a member of the Senior Leadership team to make contact with you.

Please also explore our school website where you will find signposts to various agencies and charities who may be able to offer additional support.

How do I keep my child safe online?

All the children have had/will have some learning on e-safety. We encourage parents and carers to familiarise yourself with ways to keep your child safe and closely monitor what your child is accessing when they are online.

Here is a link to the Internet Matters website where you will find some age specific practical advice on ways to keep you child safe online: <https://www.internetmatters.org/advice/>

In addition, we recommend the following two websites where you can access a range of resources to support your child in learning more about online safety;

- Safer Internet: <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>
- CEOP: <https://www.thinkuknow.co.uk/parents/>

If you do have any concerns regarding your child and online safety please do contact the DSL team on dsl@hassocksis.com.

How will the school support me to help my child learn remotely?

We will use this feedback from parent surveys to organise virtual workshops and presentations focusing on supporting remote learning. Additionally, individual support can be arranged via KIT calls.

Useful resources to have in your environment at home which will support your child's learning will be made available on Tapestry and on our school website. Some examples of these are:

- *number squares*
- *number lines*
- *number cards*
- *sound mats*
- *key word mats*
- *access to phonics resources*
- *workshops for parents*

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This guide will be updated regularly.